

LANCASTER COUNTY
OPTICAL IMAGING CLERK

NATURE OF WORK

This is routine technical work in the operation of optical imaging and microfilming equipment.

Work involves responsibility for the safe and efficient operation of optical imaging equipment, indexing microfilm compact discs for daily taping, and delivering microfilm for development. Work also includes preparation of documents, determining equipment settings for scanning, assembling and filming start/end of Daily Start Targets, and completing scanning retakes as needed. Supervision is received from an administrative superior with work reviewed in the form of daily communications, conferences and accuracy of filming.

EXAMPLES OF WORK PERFORMED

Prepare documents for optical scanning; load/unload compact discs and determine equipment settings; assemble and scan Daily Start Targets at beginning and end of daily taping; proof developed microfilm for accuracy; edit documents and complete scanning retakes, as necessary.

Index compact discs for daily taping; splice original films into single roll; deliver microfilm for development and copies; bind scanned/filmed documents in preparation for copying and return of originals.

Notify administration of need to obtain taping supplies and equipment maintenance; conduct daily computer backup of records and label discs/film accordingly.

Follow safety guidelines in working with scanning and microfilming equipment; assist with development and update of policies and procedures for optical imaging and microfilming equipment; maintain filming reference documents.

Open office and initiate equipment; provide requested information to public in person or per phone; file recorded documents, correspondence and related data.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of procedures and methods utilized in the operation of optical imaging and microfilming equipment.

Knowledge of computer applications and office procedures pertaining to the replication and maintenance of public records.

Ability to maintain clerical records and adhere to prescribed routines.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers and the general public.

Ability to identify and follow safety guidelines related to imaging and filming equipment.

Ability to understand and follow complex oral and written instructions.

Skill in the operation of optical imaging equipment, microfilm cameras and related computer systems.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by experience in optical imaging or microfilm processing.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with some experience in optical imaging or microfilm processing or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Records and Information Management must submit to a state and national fingerprint-based records check within thirty (30) days upon initial employment or assignment/access to FBI CJIS systems information.

Approved by: _____
Personnel Director

Department Head

Revised: 10/01

PS2460